

**Department Of Correction**

Official Title:   **Student Intern**

Position Type:   **Internship**

Posting ID #:   **73**

**INTERNSHIP INFORMATION**

Salary:   **Unpaid**

Number of Vacancies:   **1**

Location:   **Norfolk MA**

Internship Track:   **ACA/ Policy Development**

Hours/Schedule:   **Flexible**

Duration:  
**Full Semester**

Position Description:   **Provide administrative support to institution ACA/ Policy Officer.**

Responsibilities/Major Duties:   **Assist the institution ACA/Policy Officer with assisting institutional procedures for review, tracking procedures, obtaining and maintaining folder primary documentation, secondary documentation etc.**

Preferred Qualifications:   **Criminal Justice Major**

**How to apply:****Mail Internship Application to:**

Carol Thomas, Director  
50 Maple Street, Milford, MA 01757  
Fax: (508) 422-3624

**For additional information or questions, please contact:**

Office of Diversity at (508) 422-3648

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.  
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**